



Warehouse Clerk, Chief

Characteristics of Work

This is clerical work in maintaining records involving the receipt, storage, issuance, and shipment of various items and materials in a warehouse or storage facility. Incumbents are responsible for keeping a correct account of materials, supplies, and equipment received and disbursed; verifying receipt of shipments against bills of lading, invoices, or other records; attaching identifying information and shipping instructions to containers; posting weights and shipping charges; recording shortage and damage of supplies; and maintaining records and preparing reports on incoming and outgoing property. Other duties include procuring property and scheduling for shipment to and from the facility. Incumbents may also perform such duties as receiving visitors, receiving/forwarding incoming telephone calls, and incidental typing. The work is performed under the supervision of a Warehouse Manager or an administrative superior. Supervision may be exercised over Warehouse Clerks or subordinates within clerical classes.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Prepares manifests and purchase orders to replenish stock.

Logs and inspects shipments to report damages or shortages to the proper authority.

Prepares claims to replace damaged stock and correct shortages.

Inspects outgoing shipments to ensure correctness of labels.

Checks incoming and outgoing shipments to verify accuracy in number, brand, and size of each item.

Logs claims, posts payment of claims, and prepares letters for delinquent claims to keep an accurate account of claims.

Prepares freight bills to return merchandise to vendors.

Checks and signs for shipments of supplies and equipment to verify receipt of merchandise.

Prepares written descriptions of merchandise received in each shipment to record amount, color, size, grade, carrier, and shipping ticket number of merchandise.

Determines the need for procuring property and schedules shipment of such property.

Prepares reports concerning the receipt, storage, issuance, and shipment of materials, supplies, or equipment to maintain complex records.

Interprets instructions to properly implement distribution of commodities to the public and other entities.

Serves public and determines nature of business so the appropriate course of action may be taken.

May supervise the work of subordinates.

Answers incoming telephone calls and routes the calls to the appropriate extension for response to specific inquiries concerning the agency.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Maintains records and prepares paperwork involving the receipt, storage, issuance and shipment of various items.
2. Maintains public relations.
3. Supervises the work of subordinates.
4. Directs distribution activities.
5. Prepares various daily, weekly and/or monthly reports.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch, or crawl. The incumbent is occasionally required to climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.
Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Two (2) years of experience related to the above described duties.

OR

Experience:

One (1) year of successful employment as a Warehouse Clerk III.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.